

Muhammad Abubakar

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PROFILE:

Career Vision

My career goal is to achieve a regional finance lead role in an organization of international repute and play my team role to achieve the company's short and long term objectives – while at the same time to touch the lives of as many people as possible, empowering them to achieve personal and career happiness and success.

Education

Bachelors of Commerce

Bahauddin Zakriya University, Multan, Pakistan

Intermediate with Computer Sciences (ICS)

Board of Intermediate Education, Multan, Pakistan

Career Summary

I am a discerning business leader delivering profit growth. My creative and reputable leadership is built on visionary approach and deep knowledge of accounting in hospitality industry and as per the uniform system of accounting. I am a team player who brings optimism, resilience, and resourcefulness to all assignments, cascading discipline and high-performance to the team members.

Managerial Competencies include

Financial Accounting & Reporting
Budgeting and Forecasting
Business Planning & Strategy
Management Reporting & Analysis
Cost Accounting & Management

Risk Management & Internal Control
Internal & External Audits
People Management
Negotiation, Collaboration & Partnering
Accounting Information Systems

Tax strategy, planning & Compliance
Hotels/Restaurants Pre-Openings
Team Building, Coaching & Mentoring
Driving Performance
Change Management

WORK EXPERIENCE

**Cluster Chief Accountant
/Finance Manager
(Pre-Opening Team Member)
1st July 2020 to Till Date
Wyndham Dubai Deira | Super 8
By Wyndham | Days By
Wyndham, Dubai-UAE
(4*|3*|2* hotels, 515 luxury
guest Rooms, 10 F&B outlets,
a Spa & Gym).**

Key Responsibilities:

- Oversee all finance processes like month and end-year process, accounts receivable, accounts payable, cash receipts, general ledger, payroll, costing, treasury, budgeting, forecasting, Cash Flow, Purchasing, revenue and expenditure variance analysis, Bank & Balance Sheet reconciliations, fixed asset activity, System Implementation & others.
- Leading & Developing the Finance Team.
- Oversee Internal and External Audits activities.
- Preparation of Budget, Forecast and Business review slides.
- Assisting Cluster Director of Finance in Finance team recruitment process and with other monthly or daily reports.
- Review of FTA, DTCM and Dubai Municipality Tax on time Payments.
- Finance Team Appraisals and PDP.
- Perform any special tasks assigned by the CDOF/CGM.

Chief Accountant/Head of Finance
March 2019- June-2020
Wyndham Hotel Marina,
Dubai-UAE
(4* hotel, 493 luxury guest Rooms,
5 F&B outlets, a Spa & Health Club).

Key Responsibilities:

- Oversee all processes like month and end-year process, accounts receivable, accounts payable, cash receipts, general ledger, payroll, costing, treasury, budgeting, forecasting, Cash Flow, Purchasing, revenue and expenditure variance analysis, Bank & Balance Sheet reconciliations, fixed asset activity, among others.
- Strategic Planning and Decision-Making.
- Leading & Developing the Finance Team.
- Anticipating and delivering on the needs of Key Stakeholders.
- Developing and Maintaining Finance Goals.
- Oversee Internal and External Audits activities.
- Assist & Solve all Finance team day to day operational issues.
- Preparation of Budget, Forecast and Business review slides.
- Assisting Director of Finance in Finance team recruitment process and with other monthly or daily reports.
- Analyze Store inventory on monthly basis.
- Review of FTA, DTCM and Dubai Municipality Tax on time Payments.
- Negotiation and safeguard all hotel's contracts and agreements.
- Monitor licenses and their renewal.
- Finance Team Appraisals and PDP.
- Perform any special tasks assigned by the DOF/GM/CFO.

Chief Accountant
December 2014- March 2019
The H Hotel and Office Tower,
Dubai – UAE
(5* hotel, 236 luxury guest rooms,
6 F&B outlets, banquet rooms,
a luxury Spa, Health Club and a 38
storey Office Tower building).

Key Achievements and Responsibilities

- Successfully managed legal cases of over 28 million I took over the acting assistant director of Finance position. That included sue cases against the hotel by the tenants.
- Handle all insurance contracts and related matters. Insurance claims of over USD 85k recovered.
- In 2016 achieved savings of USD 275k by negotiating the contracts and prices of food & beverage items with the suppliers.
- Maintains accounting controls by preparing and recommending policies and procedure
- To provide financial information to management as tools for maximizing profits and planning for the future. Reports which should stimulate management action
- Monitor asset, liability, and capital account entries by compiling and analyzing account information.
- Preparation and compilation of annual budgets
- Advise management about issues such as resource utilization, tax strategies, and the assumptions underlying budget forecasts.
- Review of Bank & Balance Sheet reconciliations
- Review of FTA, DTCM and Dubai Municipality Tax Payments.

**Financial Accountant
(Pre-Opening Staff)
December 2012 – November 2014
Crowne Plaza Hotel – Duqm, Oman**
(4* hotel, 213 luxury guest rooms,
4 F&B outlets, banquet rooms
and Health Club).

**Accounts Payable Supervisor
July 2010 – November 2012
The H Hotel and Office Tower,
Dubai – UAE**

**Income Auditor
April 2009 – June 2010
The H Hotel and Office Tower,
Dubai – UAE**

**Accounts Receivable Clerk cum
Assistant Income Auditor
Sep 2007 – Mar 2009
The H Hotel and Office Tower,
Dubai – UAE**

- Liaison with insurance company and supervise all insurance matter.
- Keep and safeguard all hotel's contracts and agreements.
- Monitor licenses and their renewal
- Prepare details, schedules and statements as are required by auditors prior to the conduct of audit
- Provide assistance to auditors in disbursement verification process
- **Pre-opening experience:**
 - Pre-opening of the H Seychelles Resort in 2015 & Centre Ville Montenegro in 2016.
 - Pre-opening of three restaurants at The H Hotel Dubai with a budget of AED 14 million. Lead the projects from designing of critical path, ROI, forecasting the financials results and also ensured that timelines are met by the contractors.

Key Responsibilities:

- Responsible for all areas concerning financial reporting - developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. Preparation of Balance Sheet Reconciliations. Monthly/Yearly Financial Closings. Training and development of Finance Team.

Key Responsibilities:

Responsible for on time payments for all supplier, Staff, Owner and Government with proper reconciliation and in line with the credit limit and after getting CA/ADOF/DOF/GM approval.

Key Responsibilities:

Responsible for supervising, tracking and evaluating all day-today Income Audit activities; handle, oversee and analyze all accounting data and generate accurate reports and on time reports submission to management.

Key Responsibilities:

Responsible for tracking and evaluating all day-today Accounts Receivable activities along with assistance to Income Audit.

Training Workshops

On Job Training Courses:

- Re-Branding and De-Flagging experience (The Monarch Hotel to The H hotel in 2010)
- Coaching the team to win
- Competency based interviewing skills
- Accelerated Leadership Development Programs
- Management Leadership Skills workshop
- Departmental Skill Development Trainer
- Qualified First Aid Training
- Night Auditor Training
- Income Audit Training
- Receiving Officer Training
- Accounts Payable Training
- Cost Accountant Training

IT Skills

- Sun (Ver.6.02.0188) and Vision Excel (Report Designing Tool)
 - Hyperion (Online Financial Reporting System)
 - Wynview (Online Financial Reporting System)
 - Opera
 - Micros/Symphony
 - FMC (Hotel Purchasing and Inventory System)
 - FBM (Hotel Purchasing and Inventory System)
 - Civil Soft (Payroll System)
 - Oasys (Payroll System)
 - MS Office
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Personal Information

Nationality:	Pakistani
Date of Birth:	June 29, 1986
Marital Status:	Married
Hobbies:	Football, Cricket and reading books
Languages:	Fluent in English and Urdu (Native Language)
Visa Status:	Dubai, UAE Visa

References

References can be furnished on demand.